



Adopted: 2/11/02

Reviewed: 2012

Revised: 04/16/18

Orig. 1995

## **610R FIELD TRIPS**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

### **II. GENERAL STATEMENT OF POLICY**

It is the general expectation of the school board that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips require parent/guardian authorization with the exception of students who are of legal age. Student trips will be categorized within four-general areas:

#### **A. Instructional Trips**

These trips take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal, and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

#### **B. Enrichment Trips**

These trips take place during the school day, relate directly to a course of study, but do not require student participation, shall fall in this category. These trips shall be subject to review and approval of the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

#### **C. Supplementary Trips**

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

#### **D. Extended Trips**

1. Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary, and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited by the Superintendent of Schools to



accommodate emergencies or contingencies (e.g. tournament competition).

2. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

### III. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures (See addendum-610R Procedures for Field Trips of School-Related Groups), including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier, district-contracted carrier or school-owned vehicle.
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
  1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
  2. An employee must obtain preapproval by administration for student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

### IV. SCHOOL BOARD REVIEW

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

**Legal References:** Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)  
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)  
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption) *Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721*, 327 F.3d 675 (8<sup>th</sup> Cir. 2003)  
*Lee v. Pine Bluff Sch. Dist.*, 472 F.3d 1026 (8<sup>th</sup> Cir. 2007)



- Cross References:**
- MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
  - MSBA/MASA Model Policy 423 (Employee – Student Relationships)
  - MSBA/MASA Model Policy 506 (Student Discipline)
  - MSBA/MASA Model Policy 707 (Transportation of Public School Students)
  - MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
  - MSBA/MASA Model Policy 710 (Extracurricular Transportation)

## **POLICY 610R PROCEDURES FOR FIELD TRIPS OF SCHOOL-RELATED GROUPS**

### **I. Instructional Field Trips**

#### **A. General Guidelines**

1. All instructional trips are required for students.
2. All instructional trips must relate directly to the objectives of the class or activity for which the trip is requested.
3. Instructional field trips require parent/guardian authorization with the exception of students who are of legal age.

#### **B. Approval**

Application for an instructional trip must be submitted in writing (Appendix A) by the teacher or program/activity leader to the school principal. The principal will complete review and approval.

#### **C. Arrangements**

1. Travel arrangements must be consistent with District Policy 707 Transportation. Groups are encouraged to use district transportation whenever possible. The use of personal vehicles, including rental vehicles, to transport students is strictly prohibited. Student travel is allowed on school district buses or seven or eight person district vans driven by individuals who have a current Type III driver certification on file with the district (10-15 person vans are prohibited), public transportation, or contracted travel services. When contracted travel services are used, the contract is subject to District requirements for insurance coverage as determined by the District Insurance Agent and must be approved by the Business Office in advance of entering into the contract. Individuals may not enter into a contract with a service. The contract must be with Independent School District 883.
2. The number of adult chaperones will be provided appropriate to the age level and needs of the students. Chaperones are selected by and are under the supervision of the teacher or program/activity advisor. Chaperones are considered school volunteers and are subject to district policy. People working in the position of chaperones will do so on a voluntary basis unless directed by the supervisor or representative of the district.
3. Reasonable accommodation for students with disabilities shall be provided (i.e., special assistance, transportation, accessibility at site).

#### **D. Finances**



Fees may not be assessed against students to defray direct costs of instructional field trips. (Minn. Stat. 123B.37, Prohibited Fees) Funds collected through individual donation or individual or group fund raising must be recorded in the district accounting (UFARS) system.

**E. Student Conduct**

Rules of conduct and student discipline shall apply to supplementary field trips including but not limited to the following District Policies: 419 Tobacco-Free Environment, 417 Chemical Use and Abuse; 526 Hazing Prohibition, 506 Student Discipline, and 501 School Weapons Policy.

**F. Staff/Volunteer/Chaperone Conduct**

Rules of conduct for staff, volunteers, chaperones that apply to instructional trips include, but are not limited to, the following District Policies/Regulations: 417 Chemical Health Policy, 419 Tobacco-Free Schools, 501 Weapon-Free Schools, and 506 Student Discipline.

**II. Enrichment Field Trips**

**A. General Guidelines**

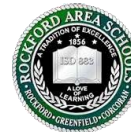
1. All enrichment field trips are optional for students.
2. All enrichment field trips must relate directly to the objectives of the class or activity for which the trip is requested.
3. Enrichment field trips require parent/guardian authorization with the exception of students who are of legal age.

**B. Approval**

Application for an enrichment field trip must be submitted in writing (Appendix A form) by the teacher or program/activity leader to the school principal. The principal will complete review and approval.

**C. Arrangements**

1. Travel arrangements must be consistent with District Policy 707 Transportation. Groups are encouraged to use district transportation whenever possible. The use of personal vehicles, including rental vehicles, to transport students is strictly prohibited. Student travel is allowed on school district buses or seven or eight person district vans driven by individuals who have a current Type III driver certification on file with the district (10-15 person vans are prohibited), public transportation, or contracted travel services. When contracted travel services are used, the contract is subject to District requirements for insurance coverage as determined by the District Insurance Agent and must be approved by the Business Office in advance of entering into the contract. Individuals may not enter into a contract with a service. The contract must be with Independent School District 883.
2. The number of adult chaperones shall be provided appropriate to the age level and needs of the students. Chaperones shall be selected by and are under the supervision of the teacher/advisor. Chaperones are considered school volunteers and are subject to district policy. People working in the position of chaperones will do so on a voluntary basis unless directed by the supervisor or representative of the district.
3. Reasonable accommodation for students with disabilities shall be provided (i.e., special assistance, transportation, accessibility at site).



D. Finances

Students may be requested to make financial contributions for enrichment field trips. Funds collected through individual donation or individual or group fund raising must be recorded in the district accounting (UFARS) system.

E. Student Conduct

Rules of conduct and student discipline that apply to enrichment trips include but are not limited to the following District Policies: 419 Tobacco-Free Schools, 526 Student Chemical Possession, Use, Abuse and Dependency, 540 Hazing Prohibition, 506 Student Discipline, 501 Weapon-Free Schools.

F. Staff/Volunteer/Chaperone Conduct

Rules of conduct for staff, volunteers, chaperones that apply to enrichment trips include, but are not limited to, the following District Policies: 417 Chemical Use and Abuse Policy, 419 Tobacco-Free Environment, 501 School Weapons Policy, and 506 Student Discipline.

**III. Supplementary Field Trips**

A. General Guidelines

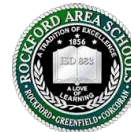
1. All supplementary field trips are optional for students.
2. Supplementary field trips require parent/guardian authorization with the exception of students who are of legal age.

B. Approval

Supplementary field trips are subject to review and approval of the activities director, program advisor, and/or the school principal at least six weeks in advance. The principal will complete review and pre-approval. Final approval by the School Board is required prior to the field trip.

C. Arrangements

1. Travel arrangements must be consistent with District Policy 707 Transportation. Groups are encouraged to use district transportation whenever possible. The use of personal vehicles, including rental vehicles, to transport students is strictly prohibited. Student travel is allowed on school district buses or seven or eight person district vans driven by individuals who have a current Type III driver certification on file with the district (10-15 person vans are prohibited), public transportation, or contracted travel services. When contracted travel services are used, the contract is subject to District requirements for insurance coverage as determined by the District Insurance Agent and must be approved by the Business Office in advance of entering into the contract. Individuals may not enter into a contract with a service. The contract must be with Independent School District 883.
2. The number of adult chaperones should be appropriate for the age level and needs of the students. Chaperones are selected by and are under the supervision of the teacher or program/activity advisor. Chaperones are considered school volunteers and are subject to district policy. People working in the position of chaperones will do so on a voluntary basis unless directed by the supervisor or representative of the district.



3. Reasonable accommodation for students with disabilities will be provided (i.e., special assistance, transportation, accessibility at site).

**D. Finances**

Students may be requested to make financial contributions for supplementary field trips. Funds collected through individual donation or individual or group fund raising must be recorded in the district accounting (UFARS) system.

**E. Student Conduct**

Rules of conduct and student discipline shall apply to supplementary field trips including but not limited to the following District Policies: 419 Tobacco-Free Environment, 417 Chemical Use and Abuse; 526 Hazing Prohibition, 506 Student Discipline, and 501 School Weapons Policy.

**F. Staff/Volunteer/Chaperone Conduct**

Rules of conduct for staff, volunteers, chaperones that apply to instructional trips include, but are not limited to, the following District Policies: 417 Chemical Use and Abuse Policy, 419 Tobacco-Free Environment, 501 School Weapons Policy, and 506 Student Discipline.

**IV. Extended Field Trips**

**A. General Guidelines**

1. All extended field trips are optional for students.
2. Extended field trips may not exceed three student contact days unless exempted by the School Board. Application for exemption must be noted on the preliminary approval form.
3. Extended field trips require parent/guardian authorization.
4. Opportunities for state, national, and international educational activities are viable options for global, cultural, and educational travel experiences. Any unit/group may travel outside the continental United States a maximum of once every two years.
5. Travel other than travel using district or public transportation must be conducted through a contracted transportation service. Evidence of proper insurance and liability protections must be approved by the Business Office in advance of final approval when the district enters into a contracted agreement with a tour service.
6. If the trip is out of state, the building principal has the authority to require the inclusion of an administrator as a chaperone at the expense of the trip organizing body.
7. Any trip taken by a school activity, club, or team is considered a school-sponsored trip and subject to these regulations.
8. Trip advisors and principals should determine prior to actual travel if the U.S. Government has issued a travel warning or alert that could put Americans in harm's way. The trip may be postponed at Board discretion if necessary.

**B. Preliminary Approval**

Preliminary approval must be granted four months prior to announcement of the trip to students or parents. The Preliminary Approval form (Appendix B) must be completed which includes information about education and/or activity objectives, date and duration, and planned costs of the trip.



Preliminary approval authorizes the teacher/advisor to determine student and parent interest, acquire cost information, and generally assess the feasibility of the trip. Preliminary approval requires the following signatures:

Within Minnesota:	Principal or Activities Director
Within Continental U.S.:	Principal or Activities Director and Superintendent (or designee)
Outside Continental U.S.:	Principal or Activities Director and Superintendent (or designee)

C. Final Approval

1. After securing preliminary approval and determination that the proposed trip is feasible, the teacher/advisor submits a Final Approval form (Appendix C) at least two months prior to the trip, providing all details about the trip. It must be approved before any contractual arrangements are made or any trip-specific fundraising occurs.

Final approval by the School Board is required prior to the field trip.

NOTE: Special regulations apply for travel outside of the Continental U.S. (see section 6).

2. After securing final approval, it is the responsibility of the teacher/advisor to assure that all details, arrangements, and commitments adhere to the stipulations of this policy and regulation and any other district policies or regulations which may be pertinent.

D. Arrangements

1. Travel arrangements must be consistent with District Policy 707 Transportation. Groups are encouraged to use district transportation whenever possible. The use of personal vehicles or rental cars to transport students is strictly prohibited. Student travel is allowed on school district buses, seven-person district vans, or seven or eight person rental vans driven by individuals who have a current Type III driver certification on file with the district. (10-15 person vans are prohibited). In lieu of district vehicles or rental vans, public transportation or contracted travel services must be used. When contracted services are used, the contract is subject to District requirements for insurance coverage as determined by the District Insurance Agent and must be approved by the Business Office in advance of entering into the contract. Individuals may not enter into a contract with a service; the contract must be with Independent School District 883.
2. Air travel shall be on commercial airlines.
3. The number of adult chaperones will be provided appropriate to the age level and needs of the students. The number of chaperones should not exceed the number needed for reasonably supervising the trip. Numbers should not exceed a ratio of 1:5 chaperones to students. Chaperones shall be selected by and are under the supervision of the teacher/advisor. Chaperones will travel to and from the destination with the group and remain within easy access through duration of the trip. Exceptions to this are permitted when in writing and at the discretion of the principal. Chaperones are considered school volunteers and are subject to Policy 515 regarding volunteers, including having a background check on file in the district office. Staff working in the position of chaperones will do so on a voluntary basis unless directed by the supervisor or representative of the district. Expenses for chaperones must be addressed in the initial planning for the trip by the teacher/advisor. Expenses for chaperones cannot be paid with District funds. However, booster clubs may provide support for chaperone expenses,



as booster club funds are not district funds. Advisors will discuss with chaperones appropriate chaperone behavior around students.

4. Overnight accommodations for students will be approved by the teacher/advisor after review of appropriateness, quality, cost, and student safety.
5. Home stays are discouraged unless student safety can be assured and the use of home stays provides an essential benefit that cannot be duplicated in any other manner.
6. Reasonable accommodations for students with disabilities shall be provided (i.e., special assistance, transportation, accessibility at site).

E. Finances

1. Except for classroom or co-curricular activities funded through the general fund, all extended field trips will be considered optional and will be processed through student activity accounts. As such, fees may be collected from students. Alternative sources of funding shall be identified (i.e., fundraising, donations, etc.) for students who are unable to provide for their own financial support regarding the proposed extended field trip. Funds collected through individual donation or individual or group fund raising must be recorded in the district accounting (UFARS) system.
2. Any stipends and expense payments made to staff in connection with the extended field trip will be charged as a direct cost of the extended field trip.
3. All costs of the extended field trip will be itemized and provided to potential participants prior to the collection of any participant fees.
4. Student assessment for extended field trip costs may include expenses for adult chaperones except for the criminal background check.

F. Student Conduct

1. Special rules for the specific extended field trip will be established by the teacher/advisor in the form of a student conduct agreement that reflects the unique nature of the trip. Students and parents will sign the agreement which stipulates the special rules and holds the student accountable for the District Policies including, but not limited to: 419 Tobacco-Free Environment, 417 Chemical Use and Abuse; 526 Hazing Prohibition, 506 Student Discipline, and 501 School Weapons Policy. The teacher/advisor leading the trip will inform official chaperones and all other adults accompanying the traveling group of the rules of conduct, and these people will be responsible for enforcing all rules of conduct.
2. Participants who violate the conduct agreement or district policies may be sent home from the extended field trip at parents' expense or at the expense of emancipated student.

G. Staff/Volunteer/Chaperone Conduct

Rules of conduct for staff, volunteers, chaperones that apply to instructional trips include, but are not limited to the following District Policies: 417 Chemical Use and Abuse Policy, 419 Tobacco-Free Environment, 501 School Weapons Policy, and 506 Student Discipline.

H. Travel Outside of the Continental United States

1. In addition to other provisions of this regulation, travel outside of the continental United States requires additional planning.





## Rockford Area School District #883 -- Policy 610R

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- a) All travel must be conducted through a reputable travel agency.
  - b) Guidelines for a travel agent to provide service shall include:
    - i. Employ at least five agents
    - ii. Demonstrate successful experience with similar group tours
    - iii. Incorporated in the U.S., or included in the current advisory list published by the Council on Standards for International Educational Travel
    - iv. Financial stability
    - v. Insurance coverage as recommended by the District's Insurance Agent of Record
    - vi. Proof of bond
    - vii. Availability of trip cancellation insurance and travel accident insurance.
  - c) Final School Board approval must be secured at least five months before the proposed extended field trip.
  - d) A principal, or other administrator must accompany the trip as a chaperone at the expense of the trip organizing body for any group exceeding 25 students.
  - e) The contract(s) with providers and agents must be approved by the Business Manager (or designee) in consultation with the teacher/advisor.
  - f) Care should be taken to ensure the trip is competitively priced.
2. Upon receipt of School Board approval, parents/guardians and emancipated students will be asked to sign a permission form authorizing their child's participation and accepting the conditions under which the trip was approved.
  3. Medical emergency information for students must be on file with the building principal and the trip organizer.
  4. A detailed itinerary and complete roster of participants and chaperones, including home addresses, phone numbers, and emergency contacts, will be filed with the building principal.

### I. Extended Trips Not Sponsored by the Rockford Area Schools – ISD 883

Staff entering into contract or agreements with commercial agencies, without district formal approval, do so at their own risk. As such, any extended trip not approved by the district is considered a private venture. Prior to committing financial resources to a trip not sponsored by the district, participating students and parents must sign a release form indicating they understand the trip to be of a private nature and not sponsored, endorsed, or approved by the district.

Individual staff members engaging in a private venture, cooperating with, receiving benefit from, or serving, as agents for a commercial agency shall not use schoolwork time, materials, or other resources to promote, plan, organize, or recruit for the unsponsored trip. The use of district meeting space will be subject to Policy 902R – Use of School Facilities.



APPENDIX A
Rockford Area Schools – ISD 883
SINGLE-DAY FIELD TRIP APPLICATION

An INSTRUCTIONAL field trip is taken during one school day, requires student participation and relates directly to a course of study. Fees cannot be assessed against students. Approval: Principal.

An ENRICHMENT field trip is taken during one school day, is voluntary for students and enriches a course of study. Financial contributions from students may be requested. Approval: Principal.

A SUPPLEMENTARY field trip usually takes place outside one regular school day, is voluntary for students, and may include outside activities/programs, clubs, community education and other special interest activities. Financial contributions from students may be requested. Approval: Activities Director, Program Advisor, Principal, and School Board.

School: \_\_\_\_\_

Group/Class: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Teacher(s)/Advisor(s) Submitting Request: \_\_\_\_\_

Destination: \_\_\_\_\_

Address: \_\_\_\_\_ Miles Round Trip: \_\_\_\_\_

Educational Goal or Objective: \_\_\_\_\_

Alternative Activity for Non-participating Students: \_\_\_\_\_

TIME

Date of Trip: \_\_\_\_\_ Depart Time: \_\_\_\_\_ Return: \_\_\_\_\_

HEALTH & SAFETY

How many school personnel will accompany the group? \_\_\_\_\_

How many non-school adult chaperones will accompany the group? \_\_\_\_\_

Have reasonable accommodations been made for students with disabilities? \_\_\_\_\_

TRANSPORTATION: Attach request if using district transportation.

School buses and/or 7 or 8 person vans: \_\_\_\_\_ N/A: \_\_\_\_\_

\_\_\_\_\_ Public Transportation \_\_\_\_\_ Contracted Transportation: \_\_\_\_\_
(Name of Service; attach contract)

COST:

Cost per student: \_\_\_\_\_ Source of funds: \_\_\_\_\_

CHECKLIST FOR PLANNING SINGLE-DAY FIELD TRIPS

- Obtain parent/guardian authorization
Plan to provide an adequate number of volunteer adult chaperones, appropriate to the age level and needs of the students.
Be aware that school policies pertaining to student behavior are enforced during field trips.
Communicate with school personnel who may be affected by student absences:
Specialist Health associate Lunchroom personnel Other classroom teachers
Consult Policy 610 for detailed guidelines for field trips

APPROVAL:

Activities Director (if required) \_\_\_\_\_ Date: \_\_\_\_\_

Program Advisor (if required) \_\_\_\_\_ Date: \_\_\_\_\_

School Principal \_\_\_\_\_ Date: \_\_\_\_\_

Board Approval: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Distribution: Original to Principal, signed copies to teacher(s)/advisor(s) submitting application, office copy



APPENDIX B
Rockford Area Schools – ISD 883
EXTENDED FIELD TRIP APPLICATION – PRELIMINARY APPROVAL

An Extended Field Trip is one that exceeds one night or more. Preliminary approval must be granted prior to the announcement of the trip to students or parents. Approval of this application authorizes the teacher/advisor to determine student and parent interest, acquire cost information, and generally assess the feasibility of the trip.

School: \_\_\_\_\_

Group/Class: \_\_\_\_\_

Teacher(s)/Advisor(s) submitting request: \_\_\_\_\_

Estimated number of students participating: \_\_\_\_\_

Destination: \_\_\_\_\_

Address: \_\_\_\_\_

Education and/or activity objectives: \_\_\_\_\_

Dates of the trip: \_\_\_\_\_

Days absent: When school is in session: \_\_\_\_\_

Non-school days/vacation time: \_\_\_\_\_

Estimated cost per student: \_\_\_\_\_

Source of funding: Student: \_\_\_\_\_ District: \_\_\_\_\_ Other: \_\_\_\_\_

APPROVAL:

Preliminary approval requires the following signatures.

School Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent (or designee): \_\_\_\_\_ Date: \_\_\_\_\_

Final Approval should be submitted to the Superintendent no later than: \_\_\_\_\_

STEP Two: Preliminary Trip Planning

- Consult Policy 610 Field Trips for detailed guidelines for trip planning and preparation.
Meet with parents and students to determine interest.
Ensure that reasonable accommodations are made for students with disabilities.
Prepare and submit the FINAL APPROVAL form and submit to the building principal.
DO NOT make final plans or expend funds toward the trip without first receiving FINAL APPROVAL.
Teachers/trip advisors may not sign contracts with outside agencies. These contracts must be signed at the district level. Please submit the contract in advance of seeking final approval.

STEP Three: Secure FINAL APPROVAL

- Submit FINAL APPROVAL form.
Allow for at least six weeks for the Extended Field Trip FINAL APPROVAL application to pass through the entire approval process.
FINAL APPROVAL for travel outside the Continental United States must be granted at least five months prior to the trip.

Distribution: Original to Principal, signed copies to teacher(s)/advisor(s) submitting the application, office copy



APPENDIX C
Rockford Area Schools – ISD 883
EXTENDED FIELD TRIP APPLICATION – FINAL APPROVAL

Final approval must be granted prior to engaging in securing contracts and collecting fees from students. Approval of this final application authorizes the teacher/advisor to proceed with trip planning, including expending the appropriate funds.

School: \_\_\_\_\_

Group/Class: \_\_\_\_\_

Teacher(s)/Advisor(s) submitting request: \_\_\_\_\_

# of students: \_\_\_\_\_ # of school personnel: \_\_\_\_\_ # of chaperones: \_\_\_\_\_

Destination: \_\_\_\_\_ Address: \_\_\_\_\_

Have students received teachers' approval to miss class? Yes \_\_\_\_\_ No \_\_\_\_\_

Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_

Days absent: When school is in session: \_\_\_\_\_ Non-school days/vacation time: \_\_\_\_\_

Have reasonable accommodations been made for students with disabilities? Yes \_\_\_\_\_ No \_\_\_\_\_

For trips that contract a tour service, has the contract been reviewed and approved by the Business Manager? Yes \_\_\_\_\_ No \_\_\_\_\_

For trips outside the Continental US and those using a travel services, provide the name of the travel service:

For trips outside of the Continental US, please attach your emergency procedures.

Who has signed off on discussing school discipline policies with students? \_\_\_\_\_

Who has signed off on discussing school discipline policies with staff and chaperones? \_\_\_\_\_

TRANSPORTATION: Attach request if using district transportation.

School buses and/or 7 or 8 person vans: \_\_\_\_\_ N/A: \_\_\_\_\_

Public Transportation \_\_\_\_\_ Contracted Transportation: \_\_\_\_\_ (Name of Service; attach contract)

Place of lodging: \_\_\_\_\_ Dates: \_\_\_\_\_

COSTS: (Estimate per student)

Transportation \$ \_\_\_\_\_ Expenses to be paid by the district \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_ Expenses to be paid by special funds \$ \_\_\_\_\_

Substitute Teachers \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Other (fees, ins) \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Explain special funding and/or procedures for handling instances of economic need: \_\_\_\_\_

The following documentation must be attached:

- Emergency procedures
Tentative itinerary
Signed memo of contract/insurance approval from Business Manager

APPROVAL: Final approval requires the following signatures.

School Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent (or Designee): \_\_\_\_\_ Date: \_\_\_\_\_

Board Approval: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_



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Comments \_\_\_\_\_

**Distribution:** *Original to Principal, signed copies to teacher(s)/advisor(s) submitting application, office copy*

**03/18**